



City of Murfreesboro Procedure for Administrative Review

- The following process will be used to request an Administrative Review of grade assignments or job titles proposed to be made to job classifications as a result of the Classification and Compensation Study performed by MAG and released on March 20, 2015. As a result of the administrative review, a pay grade assignment may be increased or decreased from that initially proposed in the study.
- An employee may request a review of his or her pay grade assignment or job title by filling out an Administrative Review Form. The employee must state his or her reasons for believing the proposed classification to be incorrect. The Supervisor of the employee who completed the employee's JAQ or the employee's Department Head must agree that the classification should be reviewed. If their reasons are different than the employee's reasons, they must state their reasons. If both the supervisor and the department head do not agree with the employee's request for an administrative review it shall not be held. Administrative Review Forms should be completed by employees and reviewed by supervisors and or Department Heads by March 27, 2015. A fully completed form must be submitted to the Human Resources Director by April 3, 2015.
- No review will be completed on the job of any incumbent who chose not to complete the online JAQ form if they were employed at the time that the JAQ process was available to them. JAQ's completed "after the fact" for existing incumbents who were in the position at the time the JAQ's were available will not be considered.
- If a fully completed form is submitted to the HR Director by April 3, 2015, a review will be conducted of the grade assignment or to determine if the assigned job title is appropriate.
- The following procedure will then take place in order for the review to become final:
 - a) HR's findings and decision will next be presented to the applicable Supervisor and Department Head.
 - b) If all three agree, the decision becomes final.
 - c) If there is a disagreement, the issue will be referred to the Management Advisory Group, (MAG), for review and opinion. In the event that MAG agrees with the HR Director's findings, costs associated with MAG's review will be the responsibility of the Department that submitted the pay grade review request (unless the City Manager's decision differs from that of the HR Director and MAG).
 - d) The opinion of MAG is final unless the originating Department Head requests additional review by the City Manager.
 - e) The decision of the City Manager is determinative.
- It is expected that all administrative reviews will become final as of April 13, 2015.